

753006/23/04

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: BUILDING AND HOUSING INSPECTION SUPERVISOR**

**DEFINITION**

Under general supervision, to assign, review and participate in the enforcement of City building and housing regulations; to review plans and issue building permits; and to do related work as required.

**REPORTS TO:** Building Official

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Building Official. Exercises general supervision over technical staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Confer with and give information to owners, contractors, architects, engineers, etc., regarding inspections, building and housing codes, and methods of construction.
- Review plans and specifications for proposed construction projects.
- Check applications to see that all requirements have been met and route applications to other affected departments for approval.
- Prepare permits.
- Prepare enforcement correspondence and inspection reports.
- Interpret codes or ordinances.
- Research new and revised construction methods and materials.
- Perform more difficult inspection assignments.
- Oversee the completion and accuracy of assignments by building inspectors and housing inspectors.
- Responds to complaints regarding unfair enforcement of the City regulations by building inspectors and housing inspectors.
- Coordinate building and housing inspection activities with other City departments, divisions and sections and with outside agencies.
- Supervise, train, and evaluate subordinate inspectors.
- Serve as Activity Building Official as assigned.

## QUALIFICATIONS

### Knowledge of:

- Methods, practices, materials, equipment and safety hazards associated with construction, remodeling and repair of building structures.
- Possible defects and faults in construction and of standard testing devices and methods as well as corrective measures.
- Applicable local, state and national building regulatory codes and standards.
- Legal descriptions of real property and of requirements for location of improvements on property.
- Principles of supervision, training and performance evaluation.

### Ability to:

- Understand and interpret plans and specifications.
- Detect and locate defective construction and to ascertain the stage of construction when defects are most easily found and remedied, and the ability to impart these techniques to subordinate inspectors.
- Analyze and compile technical information on housing problems and violations.
- Communicate clearly and concisely, orally and in writing.
- Enforce codes with firmness, tact, and impartiality.
- Supervise, train, and evaluate subordinate inspectors.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade. Possession of a Bachelors degree in Building Technology, Industrial Arts or related field may substitute for two years of the required general experience. Possession or ability to obtain within six months of employment an Inspector's Certificate as a combination inspector from the State of California or the International Conference of Building Officials (ICBO).

Experience: Three years of building inspection experience for a public agency must have included one year of supervisory experience in a closely related field.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Building and Housing Inspection Supervisor

**TO:**